

## **George Holmes Bixby Memorial Library: Minutes, Board of Trustees Meeting, Sept. 5, 2013**

**In Attendance:** Deborah Rogers – Chair, Cathy Gombas – Treasurer, Elizabeth Hunter Lavallee – Secretary, and Kelly Marshall – Trustee at Large, Carol Brock – Head Librarian, Mary Farrell – Children’s Librarian. Robin Haubrich and Janet Hicks – Alternate Trustees. There were no members of the public in attendance at this meeting.

The meeting was convened at 7:05 PM.

**On Motions Made and Passed:** It was unanimously approved to:

1. Accept the minutes of the prior meeting.
2. Accept the Treasurer’s report.
3. Designate and approve Deborah Rogers and Elizabeth Hunter Lavallee as having responsibility and authority (separately or together on any given matter needing action) for the library’s investments at Waddell & Reed.
4. Approve Henry Kunhardt as a consultant regarding the Geothermal well filtration system and other plumbing matters.

### **Other Board Matters:**

1. Trustees acknowledged the tremendous success of the Labor Day float and grand prize award won by the library. Acknowledged the tremendous efforts of both Carol and Mary and so many Library Friends and other patrons.
2. After discussion, there were no changes made at this time to library policies and procedures. There was, however, related discussion about the Town’s Personnel Policies and the board will revisit this area at its next meeting, on October 3. Two areas to be addressed, in particular, relate to the Childrens Librarians benefits (unlike Carol, Mary is not given any vacation or sick days) and if the library should adopt the town’s holiday schedule. Carol noted that adopting the same schedule as the town can facilitate paycheck tracking and processing.
3. Paul and Debbie met with Henry Kunhardt at the library on August 27th to discuss problems with the geothermal well filter and the children's toilet. Henry drained the sediment from the filter, familiarized himself with the system and commented that we may need a permit from the state to drain the water with the sediment to the outside. Paul planned to talk with Abigail Arnold about the selectmen using Henry as the consultant to find a solution for this ongoing problem. Henry also has a copy of the septic plan, the diagnostic film made of the drainage pipe and the notes Carol has kept of the problems and what has been done over the past several years. He removed the cover of the septic tank to determine where the drainage pipes enter it (two separate pipes were observed emptying into the tank - one from new addition and one from children's area). He will make a recommendation to the board in the coming weeks regarding our options in solving this plumbing problem.
4. Debbie updated board on some concern about carpenter ants at the library. After further analysis, there does not seem to be a serious problem, but the situation will be monitored and updates provided to the board, if and as necessary.
5. The Community Supper will be discussed in more detail at the October 3 meeting as we have committed to doing it, with the assistance of Friends, on November 7, 2013.
6. Elizabeth indicated that she is working with Carol and Mary and be prepared to come back to the board with recommendations on library hours at the October meeting.
7. The budget for the library was determined to be a fairly routine and non-controversial matter that can be addressed and determined in future library trustee meetings.
8. The next Board meeting is scheduled for 7PM on Thursday, October 3, 2013.

9. Elizabeth updated the Board on the Sirkka Holm DVD library fundraiser. See attached report – Exhibits A and B -- for details.
10. Elizabeth updated the Board on the Waddell & Reed accounts. Exhibit C for details.

#### **Librarians Reports:**

##### Carol:

1. Summarized highlights of attached statistical report on library use activity. Highlighted and discussed the fact that library attendance and usage in general was unusually high for the library in August, which is typically a quiet month. While much of this activity appeared to be related to Labor Day float preparations, the increase in activity appeared to go beyond that.
2. Reported on continued success of Library Friends group and their key role in planning the Library's Labor Day float. They are now working on the Oct 19 90<sup>th</sup> Birthday celebration (from 2 to 4PM) and will keep trustees updated on where assistance is needed, and our participation would be particularly helpful.
3. Reported that patrons continue to borrow and use VHS and cassette tapes in town. Described a recent situation where a cassette player in excellent condition was donated to the library, and in turn lent to Sirkka Holm along with a number of cassette tapes for her to enjoy listening to, while she recovers at home from her recent surgery.
4. Reported on many planned activities in Sept, in addition to Oct 19 Birthday party. These are a joint program with Destiny Africa on Sept 17, hosting members of the Quest Tour on Sept 19, and having a table and/or other presence at the Town's Activity Day (part of the grand re-opening of the Town Hall) on Sat, Sept 21.

##### Mary Farrell

1. Reported on active fall, as children's programs are launched for the new season. Story time starts next week and a "Books Through the Decades" program that she has created for children, young adults, and young parents, will be running too.
2. Mary will be updating the library website within the next week to include a short video clip, prepared by Hilary Graham, that introduces and promotes the Sirkka Holm DVD. She also will get a downloadable copy of the Advance order form up on the website to be there until Sept 25, after which it will be replaced by a new and final order form with regular prices.

#### **On Future Actions Items:** It was decided to:

##### All trustees:

1. Save November 7, 2013 for Community Supper being hosted by the library (Board and Friends) (All Francetown Community Suppers are held on the first Thursday of the month from 5:30 to 6:30 in the Community Church basement.) **Cathy, Kelly, Paul and Mike will be taking the lead in this effort.** Other board members, and the Friends of the Library, will participate as much as they can. (set up and clean up, serving, making desserts or side dishes as needed, etc.)
2. Review policies and procedures (both town ones and the library's current ones) for discussion and decision next month, on if any changes are to be made to the library's policies relating to personnel, as detailed above.
3. Will informally promote Sirkka DVD (see Exhibits A&B) and help with additional outreach and publicity, if and where they have the opportunity and are interested is so doing.

##### Kelly:

1. Will obtain and/or write a thank you card to Library Friends and communicate with trustees so that we can all get into the library, when it's there, to sign it.
2. Key member of trustee subgroup planning and executing Community Supper.

Paul:

1. As member of new Operational Subcommittee along with Debbie, and with assistance from Mike Petrovick, will move forward with resolving the library's plumbing and heating and cooling issues, including ongoing problems with the Geothermal well filtration system and report back to Board on progress or resolution at October meeting.

Debbie:

1. As member of new Operational Subcommittee along with Paul, and with assistance from Mike Petrovick, will move forward with resolving the library's plumbing and heating and cooling issues, including ongoing problems with the Geothermal well filtration system and report back to Board on progress or resolution at October meeting.
2. Will take care of refreshments for the October 19 birthday party.
3. Will handle process to move forward with the library's investment portfolio, as detailed in Exhibit C
4. Will take an hour shift on Sept 21 Activity Day to relieve and/or assist Carol and/or Mary.

Cathy:

1. Key member of trustee subgroup planning and executing Community Supper.
2. Will come to next trustee meeting with an overview of the library's various financial accounts and their uses, to help us better understand it.

Elizabeth:

1. Working with Carol and Mary prior to next meeting, will come to next meeting with a recommendation on library hours.
2. Will take an hour shift on Sept 21 Activity Day to relieve and/or assist Carol and/or Mary.
3. Will continue to work on Sirkka DVD fundraiser and keep board updated. (see Exhibits A & B)
4. Will handle process to move forward with the library's investment portfolio, as detailed in Exhibit C

Mike:

1. Will work with the Operational Subcommittee (Paul and Debbie) to resolve the library's plumbing and heating and cooling issues, including problems with the Geothermal well filtration system.
2. Key member of trustee subgroup planning and executing Community Supper.

Carol:

1. At Oct meeting, will give board an overview of library finances, to help us understand how the library operates and to also help us understand the budget process as it begins this fall.

The meeting was adjourned at 8:30 PM.

The next board meeting is now scheduled for the first Thursday evening in October: Oct 3, 2013.

Respectfully submitted,  
Elizabeth Hunter Lavalley, Secretary